



To: Victor Ketellapper
From: Mike Anderson
Date: August 2, 2004
Subject: JUNE - JULY 2004 MONTHLY STATUS REPORT

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DOCUMENT**

Task 1 – Scoping Meeting

Task Accomplishments

- The project kickoff meeting occurred June 9, 2004. In attendance were Victor Ketellapper (EPA), Pat Courtney (EPA), Jeniffer Chergo(EPA), Barbara O'Grady (CDPHE), Mike Anderson (SUMMIT), and George Weber (George Weber, Inc. [subcontractor to SUMMIT]). Discussed at the meeting were the upcoming Fact Sheet, conducting community interviews, preparing the Stakeholder Action Plan, the Community Involvement Plan (CIP), and the project schedule. SUMMIT was authorized to begin revising the CIP and start the interview process with EPA and stakeholders in preparation for developing the Stakeholder Action Plan

Task Forecast

- No work is anticipated under this task in the future.

Issues

- No issues were identified during the meeting.

Task 2 – Monthly Reports

Task Accomplishments

- The subject report was prepared.

Task Forecast

- Monthly progress reports will be prepared until completion of the project.

Issues

- No issues have been identified in preparation of the Monthly Progress Reports.

Task 3 – Fact Sheets



Task Accomplishments

- The Fact Sheet was provided by EPA to SUMMIT. Difficulty was encountered in converting the file from Word Perfect to Microsoft Word so SUMMIT requested EPA to do the conversion. This was accomplished.
- The Fact Sheet was translated into Spanish by SUMMIT, submitted for review by EPA, and finalized by SUMMIT.
- The Fact Sheet was reproduced for mass mailing, folded and stuffed into envelopes, the envelopes addressed using the Excel mailing list provided by EPA, and the envelopes were provided to the EPA mail room for mailing.

Task Forecast

- Fact sheet translation and mass mailing are not anticipated in the near future.

Issues

- The mailing list contained many duplicate addresses. This was discovered by EPA in the mail room. EPA is having the contractor who prepared the mailing list to correct the problem.

Task 4 – Newspaper Advertising

Task Accomplishments

- There were no activities on this task during the reporting period.

Task Forecast

- There are no activities anticipated on this task in the near future.

Issues

- Not applicable.

Task 5 – Stakeholder Action Plan

Task Accomplishments

June

- Acquired and reviewed background material.
 - Consulted with Victor Ketellapper to refine scope of work, approach for identifying stakeholders to participate in the study, and design of data development instruments.
 - Preparation, round trip travel, and participation in kick-off meeting.
 - Administered preliminary draft questionnaire survey to EPA VB-I70 Program Manager.
 - Reviewed EPA VB-I70 Program Manager's questionnaire survey responses and conducted in-depth interview with him.
 - Refined data development instruments to better fit needs of EPA VB-I70 Program Manager.
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- Refined strategy for identifying community members to participate in the study.
- Emailed questionnaire survey to key VB-I70 Program staff with Community Relations and Environmental Justice Programs, Region VIII EPA; Hazardous Materials and Waste Management Division, Colorado Department of Public Health and Environment; and Environmental Health, City of Denver.

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July

- Continued acquiring and reviewing background material.
- Continued efforts to transmit questionnaire survey to and obtain responses from key VB-I70 Program staff with Community Relations and Environmental Justice Programs, Region VIII EPA; Hazardous Materials and Waste Management Division, Colorado Department of Public Health and Environment; and Environmental Health, City of Denver. This included obtaining correct email addresses for Department of Environmental Health City of Denver and Colorado Department of Public Health and Environment, and sending reminder emails and making follow-up telephone calls as appropriate.
- Made appointments to conduct the in-depth follow-up interview with key VB-I70 Program staff as appropriate.
- Reviewed key VB-I70 Program staff questionnaire survey responses, and prepared for and conducted in-depth interviews, and developed post-interview notes – for individuals and programs agreeing to participate in the assessment. The questionnaire survey and in-depth follow-up interview have been completed successfully for four (4) of the five (5) agency partners that were designated as the ‘first tier’ in the sample design, and whose responses would be used to identify additional stakeholders for participation in the assessment. One program apparently has decided NOT to participate in the assessment. (See ‘Challenges Encountered and Resolution’ below.)
- Processed results of returned questionnaire surveys and interviews to develop the sample of additional VB-I70 stakeholders who will be contacted to participate in the study.
- Developed ‘VB-I70 Stakeholder Management Spreadsheet’ to contain contact data and monitor each stakeholder’s participation and progress through the assessment process. (Attached)
- Developed contact data from VB-I70 Community Involvement Plan Appendices, informal EPA-EJ data base of community contacts, Internet research, follow-up telephone calls and emails to agency participants, and telephone calls to stakeholders where a telephone number was available. Attempts to develop contact data for two (2) stakeholders have been unsuccessful thus far.
- Researched parameters on the assessment imposed by the Paperwork Reduction Act and strategies for accomplishing the purposes of the assessment within these parameters.
- Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager to refine scope of work, approach for identifying stakeholders to participate in the study, and design of data development instruments in response to suggestions and issues that arose in in-depth interviews.
- Transmitted a request for participation in the assessment and questionnaire survey to eight (8) stakeholders using email, fax, or U.S. Postal Service as necessary.

Task Forecast

- Tour VB-I70 CERCLA site.
- Obtain contact data for the two community stakeholders for whom we do not have any contact data.



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- Send reminders to community stakeholders to complete and return questionnaire surveys, if this is necessary.
 - Contact community stakeholders to set an appointment for the in-depth interview.
 - Prepare for and conduct the interview with community stakeholders and develop post-interview notes.
 - Import questionnaire survey responses and interview notes into NVivo software and begin coding and analysis.
 - Conduct further discussions with EPA VB-I70 Program Manager regarding participation of Region VIII EPA Community Relations Program, Denver Environmental Health Department concerns, obtaining participation from additional community stakeholders, and the character of final products.

Issues

June

- The EPA VB-I70 Program Manager specified and elaborated his perception of the type of information that EPA hopes to obtain from this study during discussions with the consultant and by participating in the questionnaire survey and interview process. The consultant modified the data collection instruments to better meet EPA's needs.
- The approach to identifying stakeholders (i.e., individuals, programs, organizations) was modified somewhat from that assumed in developing the proposal. The proposal was developed based on the assumption that EPA would provide the names and contact data for these individuals at or before the scoping meeting. Participants in the scoping meeting spent considerable time discussing the type of representation from the community that will be desirable but difficult to achieve. The group decided on a three tiered approach to developing the sample. In this approach, the consultant would administer the data collection instruments to the EPA VB-I70 Program Manager first, then to key staff identified by him of the Community Relations and Environmental Justice Programs, Region VIII EPA; Hazardous Materials and Waste Management Division, Colorado Department of Public Health and Environment; and Environmental Health, City of Denver. The consultant then will compile a list of the stakeholders the above participants identify as having the ability to affect program implementation, positively or negatively, and ask the EPA VB-I70 Program Manager and representatives of partnering agencies to develop a consensus rating the priority of the identified stakeholders for their participation in the study. By this time, the consultant will need contact data (e.g., email, telephone, address) from EPA for the stakeholders he will need to contact.
- The email, with questionnaire survey attached, to the representative of Environmental Health, City of Denver, was returned as unrecognizable. The consultant attempted to telephone the department to obtain a correct email address, and left a voice message requesting this. In addition, he went to the Environmental Health webpage and attempted to transmit the survey through the agency's email address.

July

- Region VIII EPA Community Relations Program apparently has decided NOT to participate in the assessment, at least thus far. Thus, the sample of VB-I70 stakeholders to involve in the assessment does not include input from this program.
- Department of Environmental Health, City of Denver representatives expressed concern about the wording of the question concerning stakeholders. Their concern revolved around identifying and



discussing controversies that arose in the past related to the VB-I70 Program and context within which it occurs and a desire to move ahead positively into program implementation. The issue has been resolved by modifying to what is now question 5 in the survey.

- Region VIII EPA Community Relations Program suggested that the Paperwork Reduction Act may impose parameters within which the assessment needs to be conducted.
- Department of Environmental Health, City of Denver representatives expressed concern about this assessment process contacting some community stakeholders with whom they have been involved and are in the process of contacting to have more in-depth discussions related to specific forms of cooperation in implementing the Community Health Program component. Their concern is that these stakeholder that they've identified may not provide the type of insights in which this study is interested, the stakeholders may suffer from 'burn-out' on being studied again, and two concurrent efforts to involve them now that are both focused on implementation may confuse them.
- The EPA Program Manager has resolved the above issue and that of the Paperwork Reduction Act, at least temporarily, in that questionnaire surveys have been sent to ONLY eight (8) community stakeholders at this time. The stakeholders are representative of different categories based on neighborhood, organizational affiliation, residence and duration of residence within the VB-I70 Program site.
- Attempts to develop any contact data for two (2) community stakeholders have been unsuccessful to this point in time. This may be resolved by Denver Department of Environmental Heal, or less desirable, by asking one of the other individuals in the sample to provide the contact data.
- Given the many sensitive issues that have been revealed during the in-depth interviews, the character, and particularly comprehensiveness and depth of the written product are uncertain. Further discussion will be required to resolve this issue fully.

Task 6 – Revision of the Community Relations Plan

Task Accomplishments

- SUMMIT received the February 2002 Community Involvement Plan (CIP) from EPA. SUMMIT also received an electronic version of the CIP in Word Perfect format. SUMMIT converted the files to Word format.
- The conversion of the files resulted in considerable formatting problems. SUMMIT has begun correcting the formatting problems.
- Review of the electronic file against the hard copy CIP shows that the electronic file is not the most current version. EPA cannot locate the most current file so SUMMIT has begun identifying the discrepancies and correcting the electronic file. The discrepancies are many, so the task will take some time to complete.

Task Forecast

- In August, the CIP electronic file will be corrected so that it matches the hardcopy of the February CIP.



Issues

- The updating of the CIP electronic file to match the hardcopy of the February CIP is out of scope. Victor verbally agreed to this finding.

Project Costs

EPA VB/I70 Ph 2 WE 8/01/04		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Mtg	\$1,130	\$209
	Task 2 Monthly Rpts	\$2,194	
	Task 3 Fact Sheets	\$17,476	\$6,658
	Task 4 Advertising	\$8,048	
	Task 5 Stake Act Pin	\$28,577	\$8,359
	Task 6 Rev CRA	\$7,499	\$482
	Total EPA VB/I70 Ph 2	\$64,923	\$15,708